



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 1.28.19	Interviewer: CM	RFA # 19-09
Name of Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Requested Assistance Pertaining To (name, position, policy, project, etc.): [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male Female Other :
 He/Him/His She/Her/Hers They/Them/Theirs Other :
 Administrator Faculty Staff Student

Concern Regarding: Male Female Other:
 He/Him/His She/Her/Hers They/Them/Theirs Other :
 Administrator Faculty Staff Student
 Other:

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line			
Date	Item	Comments	
1.28.19	[REDACTED] meeting with CM in EO Office	[REDACTED] met with CM at the EO Office [REDACTED] indicated she was in temporary housing because she felt unsafe in her room. [REDACTED] indicated she got into an argument with her roommate, [REDACTED], and that at the end of the argument [REDACTED] told [REDACTED] she should get a defibrillator because she snores when she sleeps. [REDACTED] said she believes [REDACTED] was referencing a C-PAP machine. [REDACTED] indicated she has had many surgeries on her cleft lip and palate, but despite those surgeries, she has problems with snoring. [REDACTED] indicated [REDACTED] told her the snoring annoyed her and was an inconvenience. [REDACTED] said [REDACTED] had woken her up in the middle of the night one day and	

		<p>asked her to make a conscious effort to stop snoring. [REDACTED] indicated she believed [REDACTED] comments were ableist, and that she was being attacked for something related to a disability that she could not control. [REDACTED] said she would be moving to another apartment in Birnam Wood and would no longer be living with [REDACTED] indicated this incident and these comments were just part of why she was moving out.</p> <p>[REDACTED] said she would like [REDACTED] to meet with the RD and/or EO and have the hurt of the statement made by [REDACTED] acknowledged. [REDACTED] indicated she would like [REDACTED] to understand the impact the statement had on [REDACTED], and to understand [REDACTED] felt like she was being targeted for something she could not control- despite multiple surgeries.</p>
1.28.19	CM phone call to Vicki Vanderwerf	CM phone call to Vicki Vanderwerf with University Residence. Vicki identified Christian, the CD in Birnam Wood, as a good point of contact.
1.29.19	CM phone call to Christian	CM phone call to Christian- no answer, CM left VM
1.29.19	CM met with [REDACTED] in EO office	CM met briefly with [REDACTED] at the EO office. [REDACTED] indicated she really just wanted [REDACTED] spoken to and wanted the part of her concern that dealt with her disability addressed. [REDACTED] thought it would be a good idea to have CM check with Christian and make sure he included in the conversation how [REDACTED] felt when he spoke with [REDACTED]. CM said she would do this and then check with Christian following his conversation with her to see how it went. CM indicated she would let [REDACTED] know when all of this was done. [REDACTED] indicated she was placed in a new apartment, so her housing situation had been settled, which was good.
1.29.19	CM phone call with Vicki	CM phone call with Vicki. CM let Vicki know what was going on and asked her to mention something to Christian about giving CM a call at the EO Office
1.29.19	CM phone call with Christian.	CM phone call with Christian- CM explained [REDACTED] had been in to see CM and expressed a desire of having her former roommate informed of the impact of the statements on her, and that if conduct occurred like this in the future, it could be the subject of EO intervention. Christian said he was planning on meeting with the former roommate and was intending to discuss the concerns [REDACTED] had included in her email. Christian was going to check with [REDACTED] to see if she wanted a no contact directive or a letter of apology- which he could consider if he found her responsible thought the conduct process. Christian indicated he would provide CM with an update following his meeting with the former roommate.
2.8.19	[REDACTED] meeting with [REDACTED]	Christian meeting with [REDACTED]
2.14.19	[REDACTED] phone call with CM	<p>Christian phone call to CM. Christian said he met with [REDACTED] last week- had a good discussion through their conduct process. Christian said he had been in the loop with [REDACTED] as well. If there is a chance, Christian said they try to do some restorative justice- one of the sanctions he was going to be signing [REDACTED] was reimbursement for food that she stole. According to Christian, [REDACTED] was not interested in a letter of apology. Christian spoke with [REDACTED] about stopping communication- no salvaging the relationship. An informal no contact may be best</p> <p>Christian said he specifically discussed with [REDACTED] the disability aspect of [REDACTED] concern. Christian said they spoke about this at the very beginning of their over hour-long meeting. Christian told [REDACTED] that EOO does know of this because [REDACTED] informed us. Christian said [REDACTED] seemed remorseful and felt really bad about the impact</p>

		that her words had- and also said she did not know about [REDACTED] surgeries.
		Christian may recommend [REDACTED] come meet with CM in the EO office for educational purpose- and would let CM know. Christian said he would also follow up with [REDACTED] as well.
2.20.19	[REDACTED] sanction decision for [REDACTED]	Christian sanction decision for [REDACTED]. Christian required [REDACTED] to schedule a meeting with the EO office to learn more about what the EO office does and how to support an inclusive environment.
3.5.19	[REDACTED] email to CM	[REDACTED] email to CM asking for a meeting on 3.6 or 3.7. [REDACTED] also called the EO office and left a VM
3.6.19	CM email to [REDACTED]	CM email to [REDACTED] suggesting meeting times
3.6.19	Email and phone call with [REDACTED]	Meeting scheduled with [REDACTED] for 3:00 on 3.7.19
3.7.19	[REDACTED] met with CM in the EO Office	CM met with [REDACTED] and informed her about what the EO Office does and why it is important to create an inclusive environment and treat everyone with respect. CM had a good meeting with [REDACTED] who appeared to be engaging in good faith in her conversation with CM and asked questions that showed she was listening and appeared to be taking the conversation seriously.
3.12.19	[REDACTED] email to CM and [REDACTED]	[REDACTED] email to CM and Christian including a word document of a self-reflection paper that included what she learned through working with the EO Office.
3.18.19	CM phone call to [REDACTED]	CM phone call to [REDACTED] no answer, CM left VM letting her know CM was calling to see how things were going, and to update her.
3.18.19	[REDACTED] phone call to CM	[REDACTED] called CM back. CM updated [REDACTED] with the actions taken by both Christian and CM, that it appeared [REDACTED] engaged in good faith with both offices, and that at this time, EO would not be taking any additional action. CM checked in and [REDACTED] indicated she was doing well and did not require any additional assistance. CM told [REDACTED] she should not hesitate to get back in contact with EO if she had any future concerns. [REDACTED] thanked CM for the call.
		RFA Complete